



Citizens' Handbook

Planning & Development Services Department
Cliff Morton Development & Business Services Center
1901 S. Alamo Street
San Antonio, TX 78204
(210) 207-1111
www.sanantonio.gov/dsd

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Disclaimer: This handbook provides general information important to anyone interested in learning about the Planning & Development Services Department. This handbook contains general descriptions, contact information and is intended for general informational purposes only. It is advisable to reconfirm information for possible changes, updates or inaccuracies.

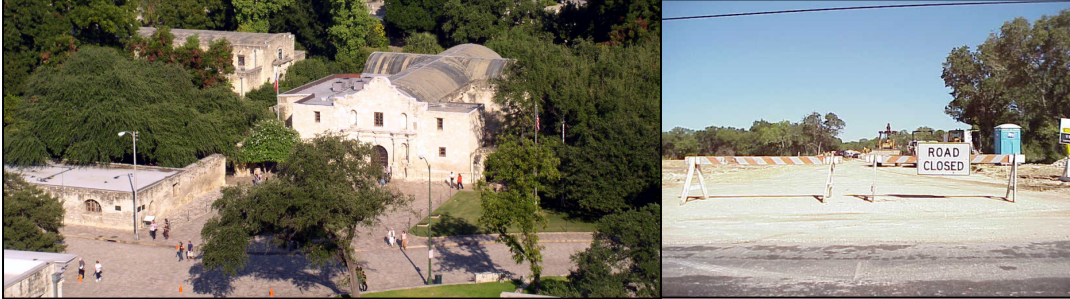
Director's Message

- Welcome to the City of San Antonio, Planning and Development Services Department. My department is committed to the orderly and safe development of our City through implementation of the City's Master Plan Policies and regulation of land and building development. In addition, the department seeks to provide responsive customer service to facilitate an efficient and effective development process that supports the Master Plan Policies, growth, and economic development.

*Roderick J Sanchez, AICP, CBO
Director*



Program Information



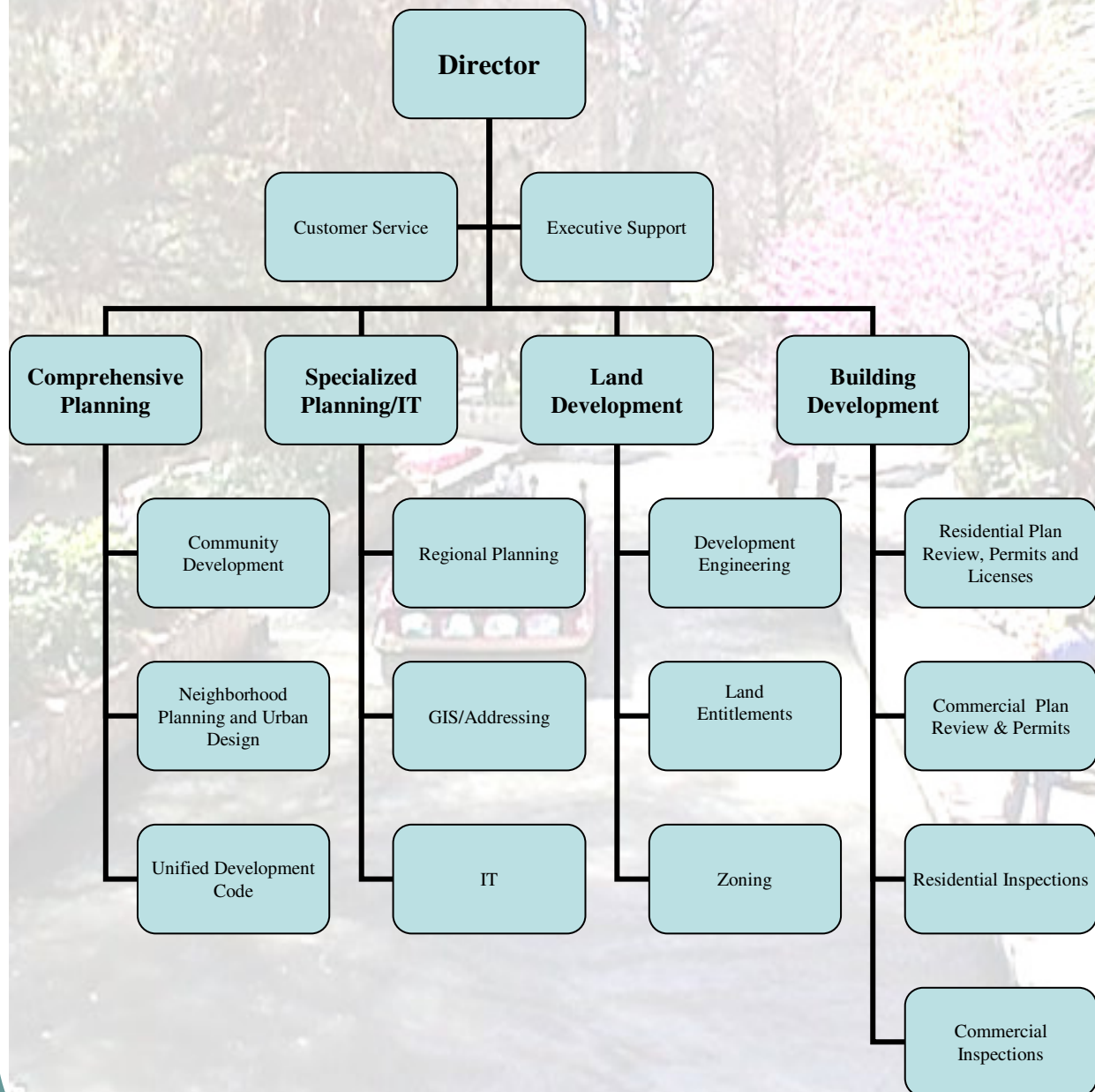
Department Mission: to facilitate the orderly and safe development of our City through responsive customer service.

- The Department is responsible for all components of the City's Master Plan, annexation, neighborhood capacity building, rights determination, subdivision mapping/parcel addressing, zoning and subdivision administration, building codes enforcement, contractor licensing and registration, landscaping, tree preservation, sign regulation, and traffic impact analysis.
- Since City development involves partnerships with other City departments and outside agencies, the department seeks to facilitate the coordination of these reviews to provide responsive customer service throughout the development process and to produce neighborhood and community plans that include goals and action steps for land use, housing, economic development, community facilities, and transportation networks.
- The Department also provides administrative and technical support to boards and commissions that direct and review issues on land development and construction regulations. These boards include the Board of Adjustment, Building and Fire Codes Board of Appeals, Plumbing Appeals and Advisory Board, Mechanical Appeals and Advisory Boards, Electrical Supervisory Board, Zoning Commission, and the Planning Commission.

Department Goals and Objectives

- **Promote Master Plan Policies.**
 - Ensure consistency with Master Plan Policies in implementing development policies.
 - Work with a subcommittee of the Planning Commission to review the application or use of Master Plan Policies.
 - Educate the public on Master Plan Policies.
- **Plan for orderly growth and development.**
- **Help to facilitate the development of a viable urban community through strengthened partnerships among all levels of government and the private sector.**
 - Assist in providing an understanding of community changes and identify opportunities for growth and development.
 - Update the three-year Community Development Strategic Plan.
 - Assess current real estate conditions and determine absorption rates through City-wide real estate market analysis.
- **Assist in the development of regional transportation systems.**
 - Amend the Major Thoroughfare Plan to reflect new growth and development.
 - Partner with MPO to address various transportation issues: bicycle and pedestrian projects, rail transportation study, micro-simulation transportation modeling studies, and commuter rail study.
- **Develop urban design policies and standards that preserve neighborhoods and improve the design and attractiveness of the City's neighborhoods.**
 - Continue timely reviews of Certificate of Compliance applications within adopted Corridor Overlay Districts and Neighborhood Districts and provide assistance to applicants.
 - Implement the Neighborhood Conservation District Program by developing zoning ordinances to ensure future development is compatible with existing neighborhood character.
 - Research and implement new urban design applications.
- **Protect the health, safety, and quality of life of the citizens of San Antonio.**
 - Participate in the development of building codes at a national level.
 - Adopt and update the latest building and land development codes.
 - Continue to operate the Special Inspection Program.
 - Support other City development-related initiatives.
- **Improve cycle time for permits.**
 - Develop pilot program for electronic plan review.
 - Continue community outreach to educate customers regarding the development process and to identify opportunities to improve cycle time.
 - Implement individual accountability system for staff.
 - Continue completeness review process to help eliminate re-submittals and ensure proper assignment of reviews.
 - Explore expedited plan review process.
- **Ensure consistency and quality of services provided.**
 - Increase the number of staff with certification.
 - Increase the number of hours of staff training.
 - Continue to increase cross-training to improve staff's knowledge of the overall development process from planning to issuing a certificate of occupancy.
 - Complete final phase of integrating all City departments and outside agencies involved in the development process in the same land development software to eliminate silo software systems.
- **Promote customer service philosophy to facilitate the development process.**
 - Continue to operate San Antonio Building Codes Academy for customers and staff.
 - Create UDC training course for customers and staff.
 - Expand on-line training of the development process using the latest technology.
 - Expand on-going communication plan (both internal and external) to provide valuable information to expedite plans through the development process.
 - Continue Secret Shopper Program.
 - Finalize new technology to improve inspections by deploying "smart phones" to inspectors.

Organization Chart



Director's Office

- The Office of the Director is responsible for administrative services for the department. One key service is the management of the department's Call Center, which answers the department's main telephone line of 207-1111. Key responsibilities of the Call Center are to (1) schedule inspection requests, (2) post engineer letters, (3) issue Certificates of Occupancy, (4) issue utilities releases to City Public Service, and (5) answer general questions regarding the development process.
- The Director's Office also is responsible for the department's training program for staff and customers. Three times a year, the department conducts its San Antonio Building Codes Academy which is taught by certified instructors from International Code Council, International Association of Electrical Inspectors, International Association of Plumbing and Mechanical Officials, and other trade organizations. The department also hosts monthly Lunch and Learn Programs at the Cliff Morton Development & Business Services Center on the third Friday of each month and this training is free.
- Another important responsibility of the Director's office is managing the department's customer feedback and making process improvements to enhance our customers' experience. Avenues customers can use to provide feedback include an anonymous on-line secret shopper program, on-line customer service survey, and paper surveys found throughout the department. Each feedback received from our customers is reviewed by the Director and his management team.
- Other administrative services provided by the Office of the Director include Open Records Requests. All Open Records Requests should be submitted to Anna T. Galimore at Anna.Galimore@sanantonio.gov.

Building Development Division

- The Building Development Division is responsible for assisting customers in understanding and complying with the following ordinances:
 - Building Code
 - Fire Code
 - Mechanical Code
 - Electrical Code
 - Plumbing Code
 - Signs and Billboards Code
 - Unified Development Code
- The Division operates the San Antonio Building Codes Academy (SABCA) – a regional training initiative and provides direct administrative and technical support to the following boards:
 - Building and Fire Codes Board of Appeals
 - Mechanical Appeals and Advisor Board
 - Electrical Examining and Supervisory Board
 - Plumbing Appeals and Advisory Board
- The Division, is organized into two sections:
 - Plans and Permit Section
 - Inspections Section

Building Development: Plans & Permit Section

- By thoroughly reviewing plans and permit applications for compliance with the adopted building-related codes, the Plans and Permits Section helps safeguard the public's health, safety and well-being and provides assistance with the development review and permit process through its Business Assistance Center.
- The Section includes:
 - Building plan review (residential, commercial, schools, etc)
 - Minor plan review
 - Mechanical review,
 - Trade reviews: electrical, plumbing, traffic, trees/landscaping, fire protection
 - The permits and licenses teams
- The Section's Business Assistance Center will assist those customers seeking permits for projects that do not require plans, such as residential remodeling, residential decks, demolition and pre-approved plans for building, mechanical, plumbing, electrical and fire and will assist customers seeking permits for projects requiring minor plan review such as tenant finish-outs and smaller buildings.
- The Completeness and Assignment Review (CAR) team provides one-stop service for those customers seeking commercial permits that require submittal of detailed plans for review and approval prior to issuance of permit. Upon submittal, the plans are reviewed by the CAR team for completeness and then assigned/routed to appropriate City review agencies for technical review and approval. Checklists have been developed as information bulletins to assist in the understanding of the minimum information needed on plans to be accepted for review.
- Key contacts:
 - Richard Chamberlin, PE, 210-207-8281 richard.chamberlin@sanantonio.gov
 - Michael Shannon, PE, 210-207-5006 michael.shannon@sanantonio.gov

Building Development: Inspections Section

- The Inspections Section is the field enforcement agency for all permitted construction activity on private property and public property where the construction is outside of the public right-of-way.
- The majority of required inspections are performed in response to requests for inspections related to building-related code permits. Other inspections and investigations are performed on a random, key point inspection basis or in response to reports of complaints. As part of the overall development process, building-related code inspections are performed on various aspects of building construction including foundation, framing, electrical, mechanical and plumbing and are performed by the following teams:
 - Building Inspections Team
 - Electrical Inspections Team
 - Mechanical Inspections Team
 - Plumbing Inspections Team
 - Sign Review and Inspections Team
- The Section also performs investigations of reported violations of the building-related codes and of the Unified Development Code. Many of these investigations pertain to allegations that someone is building without the required permits, is in violation of zoning regulations or has occupied a building without the required certificate of occupancy.
- Key contacts:
 - Pat Poloskey, 210-207-0148 patrick.poloskey@sanantonio.gov
 - Michael Constantino, 210-207-0159 michael.constantino@sanantonio.gov

Land Development Division

- The Division is involved with the review and approval process of:
 - Zoning
 - Master Development Plans (MDPs)
 - Subdivision Plats
 - Tree Preservation
 - Infrastructure
 - Traffic Impact Analysis (TIAs)
 - Vested Rights Determinations
- Case managers coordinate the review of subdivision design with other City Departments, SAWS, CPS Energy, TxDOT, Bexar County, AT&T and Time Warner.
- Construction and the Environmental Inspectors assist the Division in the field.
- The Division serves as staff to the Planning Commission, Zoning Commission and Board of Adjustments.
- Key Contacts:
 - Zoning: Chris Looney 210-207-5889
christopher.looney@sanantonio.gov
 - Subdivisions, MDP, Vested Rights: Bill Telford 210-207-7879
wtelford@sanantonio.gov
 - Engineering: Thomas Carrasco 210-207-0113
thomas.carrasco@sanantonio.gov
 - Tree Preservation: Debbie Reid 210-207-0853
dreid@sanantonio.gov

Land Development Division – continued

- Areas of special interest:
 - Traffic Impact Analysis (TIA): a TIA is an engineering study that reviews development of a specific property and how it integrates in the existing and proposed street network and traffic patterns. The analysis utilizes data and conclusions developed in any previous studies and identifies improvements needed to mitigate the impact of traffic generated by a development on the street network system.
 - Tree Preservation: first implemented in 1997 and revised in 2003, the purpose of the Tree Preservation Ordinance is to promote new development that is attractive, adds value to the property and reduces environmental impact. Landscaping includes preservation of existing trees, understory plants and natural areas in addition to installing new trees and plant materials.

Comprehensive Planning Division

The Comprehensive Planning Division consists of three Sections:

- **The Community Development Section** develops viable urban communities by providing for decent housing, suitable living environments, and expanded economic opportunities through implementation of the Strategic Plan for Community Development and strengthened partnerships among all levels of government and the private sector. The key recommendations of the Strategic Plan include the creation of a Community Development Advisory Committee (CDAC) and the use of Reinvestment Plans to coordinate public and private sector community development activities. Contact: Richard Milk 210-207-5495 richard.milk@sanantonio.gov
- **The Neighborhood Planning and Urban Design Section** administers the Community Building and Neighborhood Planning Program. To encourage capacity building and neighborhood involvement in land development decisions, the section produces an online directory that includes a listing of registered neighborhoods and community organizations, a citywide neighborhood association map, and individual neighborhood maps. The Section provides technical assistance to assist communities develop Neighborhood and Community Plans that include goals and action steps for land use, housing, economic development, community facilities and transportation networks. This Section also administers the Neighborhood Urban Design program that helps neighborhoods create overlay zoning districts with design standards that ensure that new development is compatible with neighborhood character and provide for attractive gateways into the city. Contact: Nina Nixon-Mendez 210-207-2893 nnmendez@sanantonio.gov
- **The Unified Development Code (UDC) Section** is responsible for maintaining and updating the zoning and subdivision ordinance for San Antonio and the extraterritorial jurisdiction. This Section makes code interpretations to facilitate consistency in the development process, coordinates amendments to the ordinance to improve usability and conducts training to educate Department staff and customers on the UDC. Contact: Andrew Spurgin 210-207-8229 andrew.spurgin@sanantonio.gov

Specialized Planning/IT Division

The Specialized Planning/IT Division is responsible for Regional Planning, Geographic Information Systems, and Information Technology Administration.

- **The Regional Planning Section** monitors and analyzes growth patterns in the San Antonio region to help the City and the region adequately prepare for growth. Specific responsibilities include oversight of the City's Master Plan Policies and the Major Thoroughfare Plan. This section is also responsible for the development and implementation of Annexation Plans as well other development issues within the Extraterritorial Jurisdiction. Contact: Trish Wallace 210-207-0217 trish.wallace@sanantonio.gov
- **The Geographic Information Systems Section** utilizes state of the art technology to track, analyze, and map the spatial distribution of geographic features and data for planning and development in San Antonio and the ETJ. This Section supports other Sections of the Department including but not limited to Zoning, Addressing, Legal Description Assignments, Parcel maintenance through Subdivision Platting, Specialized exhibits and analysis for the Zoning Commission and Board of Adjustment, Special reporting and support to all City Inspections groups, Master Development Planning, Neighborhood Planning, and Regional Planning. This Section also supplies specialized maps in response to requests from City Management for analysis and decision making purposes regarding planning and development issues. The main services for external customers include the following:
 - Street name changes: the Department accepts requests for street name changes upon receipt of required fees to process the application, replace signs, and a listing of all businesses and residences on the street subject to the name change request.
 - Addressing: a proper address is required to obtain a building permit. The GIS system staff can assist with address assignment or changing an address upon request.Contacts: Dale Woodruff 210-207-2744 dale.woodruff@sanantonio.gov
Ernie Hart 210-207-0169 ernie.hart@sanantonio.gov
- **The Information Technology Section** supports all of the computer and communication systems utilized by the Department. This includes support services for Department Staff as well as on-line services for Citizens. Information Technology is the foundation for efficient and effective delivery of planning and development services to the community. Contact: Ralph Fernandez 210-207-8241 ralph.fernandez@sanantonio.gov

Master Plan Elements

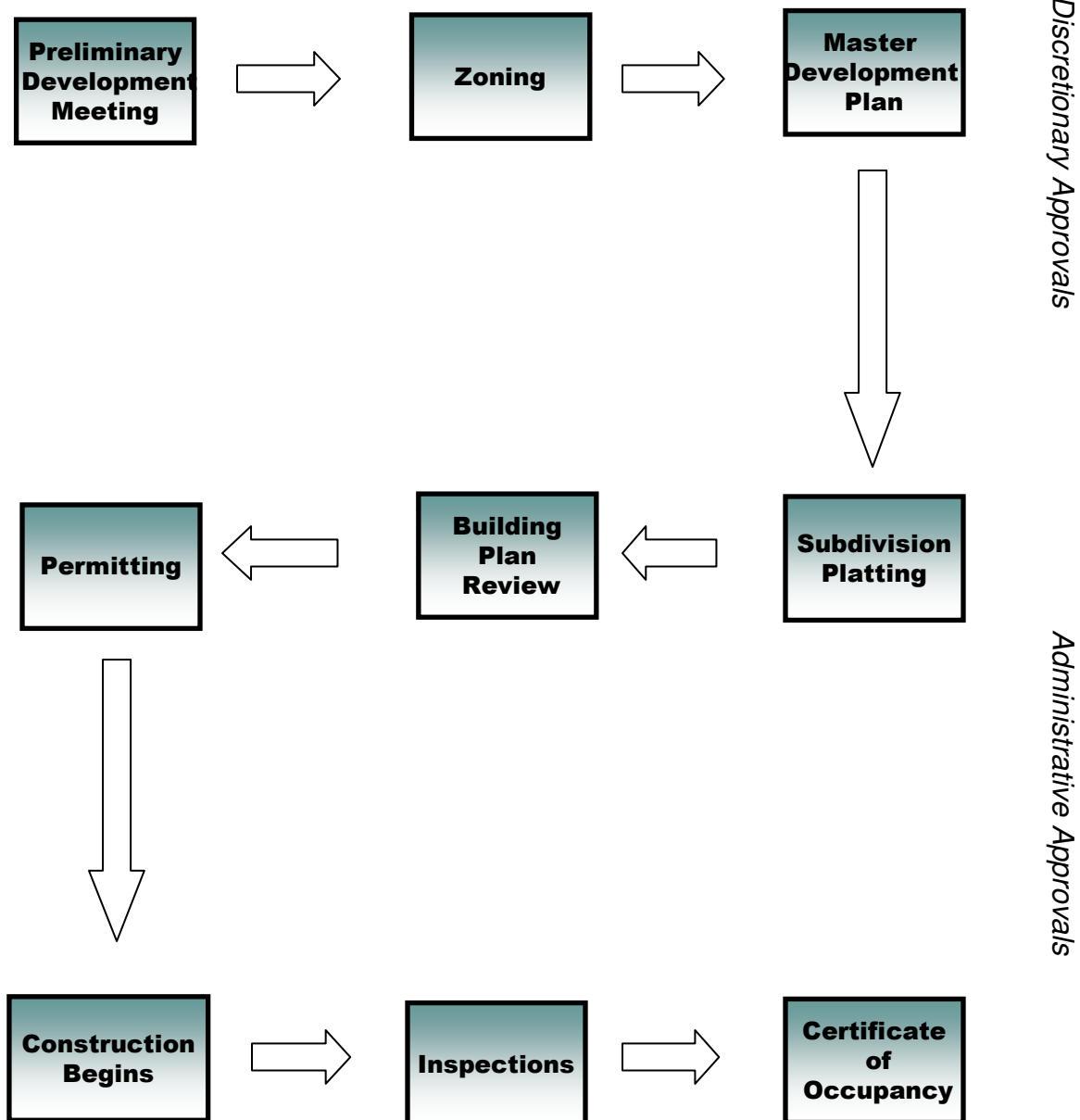
- Both the Comprehensive and Regional Planning Divisions maintain and update the San Antonio Master Plan. The Master Planning process uses community input to create a vision for the future growth and development of the City.
- Major Master Plan elements:
 - Master Plan Policies
 - Major Thoroughfare Plan
 - Neighborhood, Community and Perimeter Plans
 - Annexation Service Plans
- The Master Plan may be amended based on changing circumstances and future needs.
 - The most common type of master plan amendment is to neighborhood and community plans, which may occur in conjunction with a request to rezone property.
 - The other common type of master plan amendment is to the Major Thoroughfare Plan when a new development proposes to realign, remove or reclassify a roadway designated in the plan
- The Department implements these Master Plan goals through a variety of technical ordinances such as the Unified Development Code, Sign Ordinance and Building Code to facilitate new development that is consistent with City's future vision.
- Community involvement in the development process further ensures that the Master Plan vision is promoted through new development.

Community Involvement Opportunities

- **Public involvement opportunities:**
 - **Master Planning:**
 - Meetings on an ongoing basis
 - Neighborhood and Community Plans
 - Master Plan policies
 - Annexation plans
 - Urban design programs (NCD, Corridor Districts)
 - **Technical Advisory Committee**
 - Meets ad-hoc
 - Unified Development Code amendments
 - Major Thoroughfare Plan amendments
 - **River Commission**
 - Meets ad-hoc to review projects along the San Antonio River.
 - **Historic and Design Review Commission**
 - Meets first and third Wednesday of each month at 3pm
 - Reviews projects within Historic districts, RIO districts and public property.
 - **City South Management Authority**
 - Meets on fourth Tuesday of each month at 6pm.
 - Reviews projects within City South Management Area.
 - **Planning Commission**
 - Meets on second and fourth Wednesday of each month at 2pm
 - Final approving body on subdivision plats and variances from the subdivision standards.
 - Recommending body on master planning services
 - **Zoning Commission**
 - Meets on first and third Tuesday of each month at 1pm
 - Makes recommendations on requests to rezone properties and the creation of new districts, such as NCD and Corridor Districts.
 - **Board of Adjustment**
 - Meets on first and third Monday of each month at 1pm
 - Considers special exceptions authorized by the UDC
 - Considers requests for zoning variances.
 - **City Council**
 - Meets first, second and third Thursday of each month at 9am
 - Final approval of rezoning requests, master planning projects, and ordinance amendments.



Development Process Flowchart



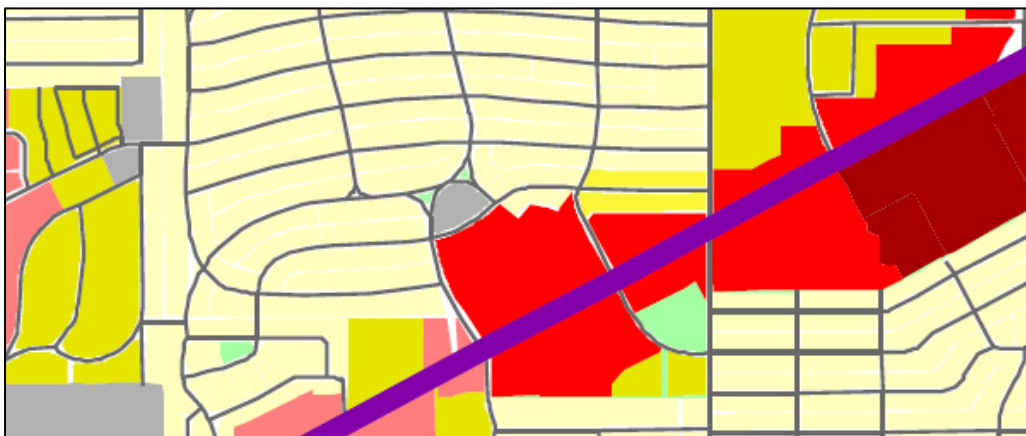
First Step: Zoning

- Does the zoning on the property allow the proposed use?
- Is the requested zoning consistent with adjacent properties?
- Does the location have a neighborhood plan with a land use map?



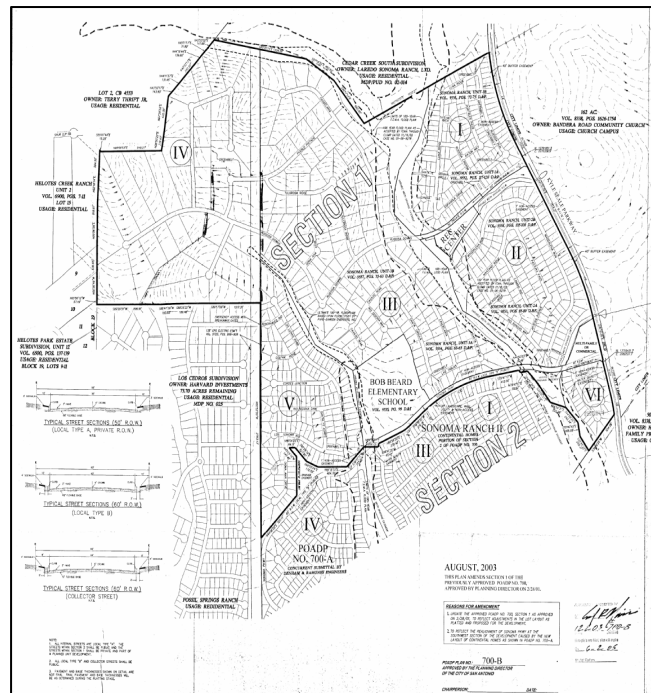
Zoning Process

- Timeline: 1 ½ to 2 months
- Review Elements:
 - Land use appropriateness
 - Development intensity, density, consistency
 - Traffic impact
 - Historic preservation – as applicable
- Notice sent to adjacent property owners, registered neighborhood associations and neighborhood planning team.
- Approval Authority: City Council, Planning Commission (if neighborhood plan amendment), and Zoning Commission
- Product: Zoning Ordinance (Neighborhood Plan Amendment, if necessary)
- Lifespan: Indefinitely, until rezoned



Second Step: Subdivision

- Is the property eligible for building permits and utility connections?
- Will the structure cross lot lines?
- Will new easements be needed to service the property?
- Will the project be platted in multiple phases?
- Is the project located within a floodplain?



Master Development Plan (MDP)

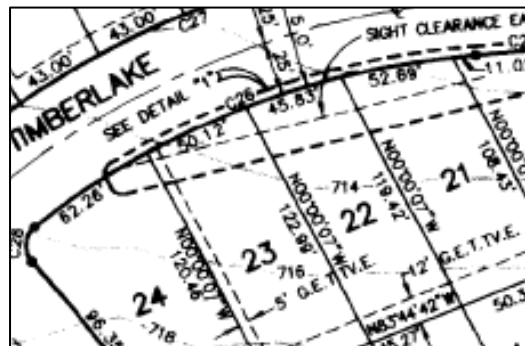
- Serves as a preliminary plat and is required for any development of two or more subdivision units or phases.
- Timeline: 1 month (initial review)
- Review Elements:
 - Aggregate design of site – layout, lot/tract size, circulation, parks and open space
 - Environmental – trees, drainage, grading, floodplain
 - Historic preservation – as applicable
- Approval Authority: P&DS Director
- Product: Accepted Master Development Plan
- Lifespan: 2 years unless at least 8% or 20 acres is platted or \$500,000 in project expenses, then ten years to plat 50%, then ten years for the balance.

Subdivision Plat Types

- Major Plat - five(5) or more lots (50 day review)
- Minor Plat - four(4) or fewer lots, with no public improvements (10 day review)
- Amending Plat - to correct an error on a previously approved and recorded plat
- Replat - area previously platted with proposal to reconfigure lots or further subdivision

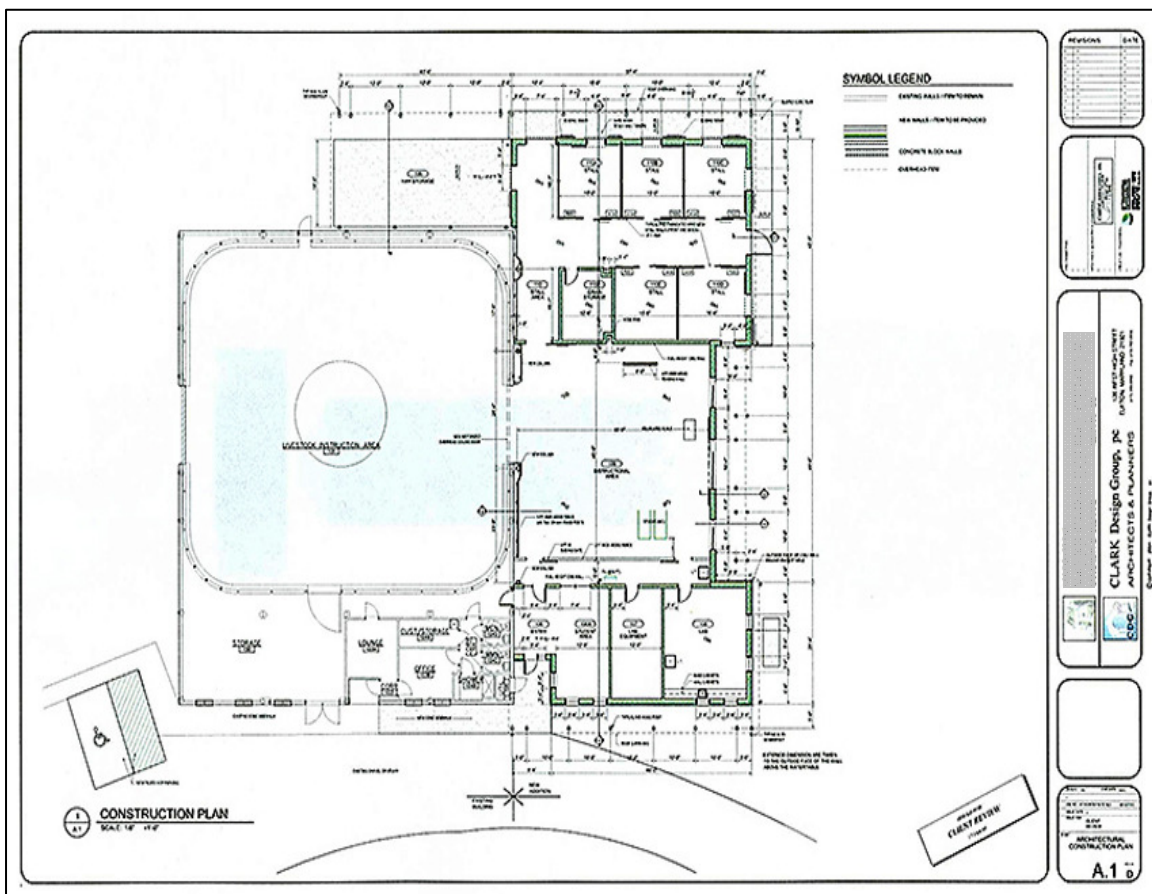
Subdivision Plat

- Timeline: 50 days initial review (major plat), 10 days (minor plat)
- Review Elements:
 - Final design of each unit – layout, lot size, circulation, street, drainage, grading, floodplain, utility placement
 - Traffic impact
 - Construction plans for new streets (private and public)
 - Parks/open space dedication
 - Tree preservation
 - Historic preservation – as applicable
- Approval Authority: Planning Commission (major plat) or P&DS Director (minor plat)
- Plats in the ETJ are subject to interlocal agreement with Bexar County and surrounding counties.
- Product: Final Plat
- Lifespan: 3 years to record, then indefinitely



Third Step: Building Plan Review

- Review of construction plans is coordinated by the Plans & Permit Section.



Building Plan Review

- Timeline: 35 days (initial review for new buildings)
- Review Elements:
 - Building
 - Fire
 - Traffic Sidewalk
 - Drainage
 - Tree Preservation, Landscaping, Irrigation
 - MEP (Mechanical Electrical Plumbing)
 - Agencies outside P&DS
- Approval Authority: P&DS Director
- Product: Building Permit
- Lifespan: 6 months and as long as construction continues

Building Plan Review Options

- Options to obtain a building permit
 - Full permits
 - Entire site/foundation/shell/building as one permit.
 - Multiple Building permits
 - Tie multiple buildings into one project to reduce review and permitting time.
 - Partial Permits
 - Submit separate site, foundation, shell, interior finish-out and receive permits in phasing.
 - Trade Permits
 - Mechanical, electrical, plumbing (MEP) permits required after the building permit is obtained .

Fourth Step: Inspections and Occupancy

- Before occupancy can occur, inspections from a number of different disciplines are required to ensure safety.



Inspections

- Timeline: Ongoing
- Review Elements:
 - P&DS – Building, Plumbing, Electrical, Mechanical, Tree, Landscaping, Irrigation, Sign, Parking, Sidewalks, Driveways
 - Fire Marshal – Fire Protection, Sprinkler and Fire Alarm Systems
 - Health – Food Establishments, Swimming Pools
 - Public Works – Intersection Sight Clearances, Barricades
- Approval Authority: P&DS Director
- Product: Certificate of Occupancy
- Lifespan: For life of business/use

Partner Organizations

Partner organizations include:

- Other City Departments:
 - Historic Preservation
 - Development in historic districts, RIO districts and public property.
 - Requests for demolition
 - Public Works Department
 - Floodplain development
 - Drainage reviews
 - Fire Department
 - Fire Marshal's Office review
 - Solid Waste Management Department
 - Reuse of brownfields and landfills
 - Economic Development
 - Business assistance
 - Empowerment zones
 - City South Management Authority
 - Fort Sam Houston and Camp Bullis Growth Management
 - Housing & Neighborhood Services
 - Review of projects with public participation (i.e. TIRZ, showcase of affordable homes)
 - Code Compliance
 - Metro Health
 - Licensing and inspection
 - Asset Management
 - Projects that request use of city property or right of way.
 - City Attorney's Office
 - Review of vested rights determinations
 - Approval of subdivision legal instruments
 - Aviation
 - Projects adjacent to International and Stinson
 - Parks & Recreation Department
 - Parkland dedication for residential subdivisions
- Other agencies:
 - Bexar County – Infrastructure Services Department
 - Subdivisions outside the City Limits
 - Septic permits
 - San Antonio Water Systems
 - Review of aquifer protection plans
 - Review of subdivisions and building plans
 - CPS Energy
 - Review of subdivisions and building plans



DIY Information

- Common types of work requiring permits:
 - Replacement of doors, windows, siding, roofs.
 - Electrical work.
 - Installation of toilets, hot water heaters, hot tubs.
 - Garage sales.
- Examples of work not requiring permits:
 - One story detached accessory structures under 120 sq. ft.
 - Replacement of fences up to 6 ft in height up to 25% of contiguous fence line.
 - Patio slab/porches within property lines with less than 30 inch difference from grade height.
 - Swings, playground equipment, tree houses.
 - Painting, wallpapering, tiling, carpeting, counter tops and similar finish works.
- Work not requiring a permit must still comply with zoning (such as setbacks).
- Department website has database of licensed contractors: <http://epay.sanantonio.gov/bils/> .

DIY Information - continued

Who may obtain a permit?

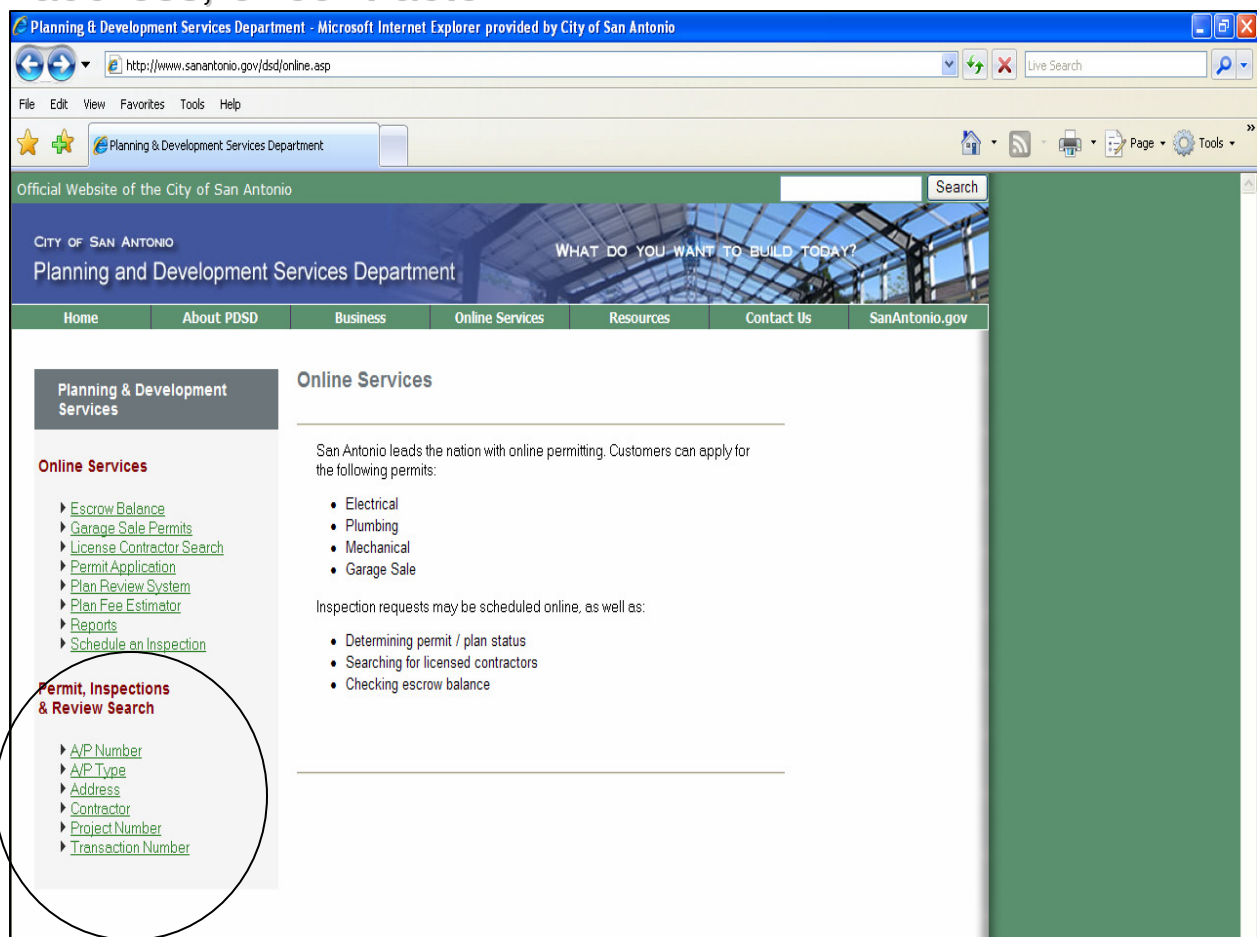
- Building permit
 - Only the home owner or a licensed home improvement contractor may obtain a building permit.
- Plumbing
 - A home owner may obtain a home owner's plumbing permit for additions.
 - A licensed and bonded plumber is required to obtain permits for work conducted on rental properties.
- Electrical
 - All electrical repairs and installations require a permit to be obtained by a licensed and bonded electrical contractor.
- Mechanical
 - All mechanical installations and repairs require a permit to be obtained by a licensed and bonded HVAC contractor.
- Apply for a permit online at:
http://www.edynamicportal.com/dp1/metroplex/sanantonio/permit/WIZ_APWELCOME.asp

Technical Resources

- Online Permitting
 - San Antonio leads the nation in online permitting activity.
 - It is now possible to apply for permits, pay fees and schedule inspections online.
- Geographic Information Systems (GIS)
 - The Department's GIS page provides customers with a means to research property information and learn about their community through shared information.
 - Web-based applications – customers can create their own maps.
 - Customer is “online” instead of “in line.”
- Information Bulletins
 - Information bulletins provide additional instructions on Department technical procedures and processes.
- Code of Ordinances
 - San Antonio's development guidance system consists of several Chapters to the City's Code of Ordinances.

Online Permitting

Search for permits based upon project number, type, address, or contractor:



Online Permitting - continued

Search by address:

The screenshot shows a Microsoft Internet Explorer browser window displaying the City of San Antonio's online permitting portal. The address bar shows the URL: <http://epay.sanantonio.gov/bipi2/permitsforaddress.aspx>. The page header includes the City of San Antonio logo and the text "Development Services Department" and "WHAT DO YOU WANT TO BUILD TODAY?". The main heading is "Plan Reviews/Permits/Inspections For An Address". Below this, there is a search form with the following fields: "House Number:" with the value "1901", "Street:" with the value "S. Alamo", and "Bldg/Suite:" which is empty. To the right of the "Bldg/Suite:" field is an example text: "Example: 2 or BLDG:2 or SUITE:201". Below the form fields is a button labeled "List Plan Reviews/Permits/Inspections For An Address" and a "Reset" button. At the bottom of the form area are three buttons: "Back", "Main Menu", and "Dynamic Portal". Below these buttons are several links: [SERVICES](#), [LIVING IN SA](#), [BUSINESS IN SA](#), [GOVERNMENT](#), [VISITING SA](#), [COMMUNITY PORTAL HOME](#), [CITY DISCLAIMER](#), [TEXT ONLY](#), and [Contact Customer Service](#). At the very bottom, there is a note: "Website best viewed using [Microsoft Internet Explorer 5.0 and above](#) or [Netscape 6.2](#) with screen resolution settings of 800x600." The browser's status bar at the bottom shows "Internet" and "100%".

CITY OF SAN ANTONIO
Development Services Department

WHAT DO YOU WANT TO BUILD TODAY?

Plan Reviews/Permits/Inspections For An Address

House Number:

Street: Bldg/Suite:

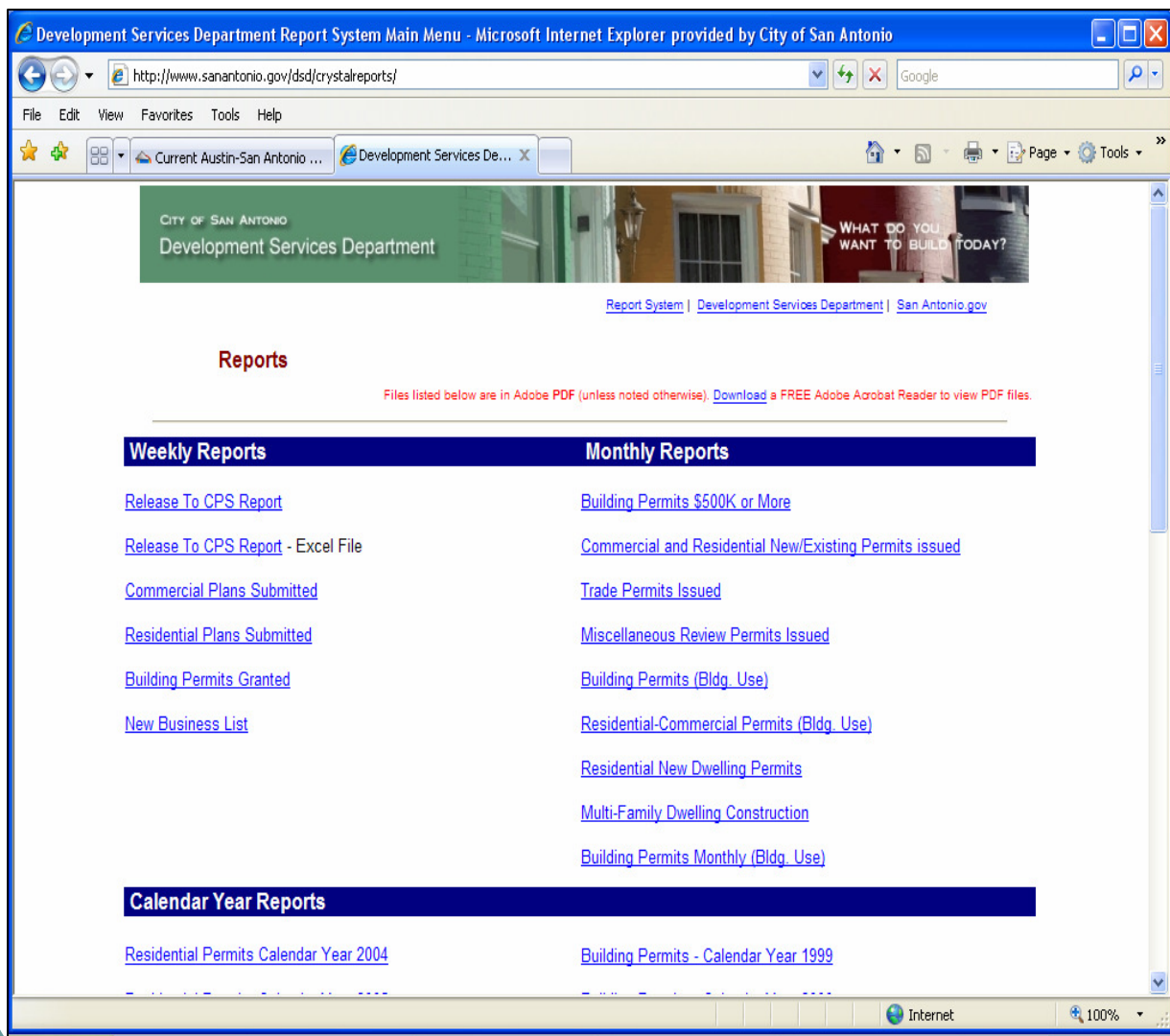
Example: 2 or BLDG:2 or SUITE:201

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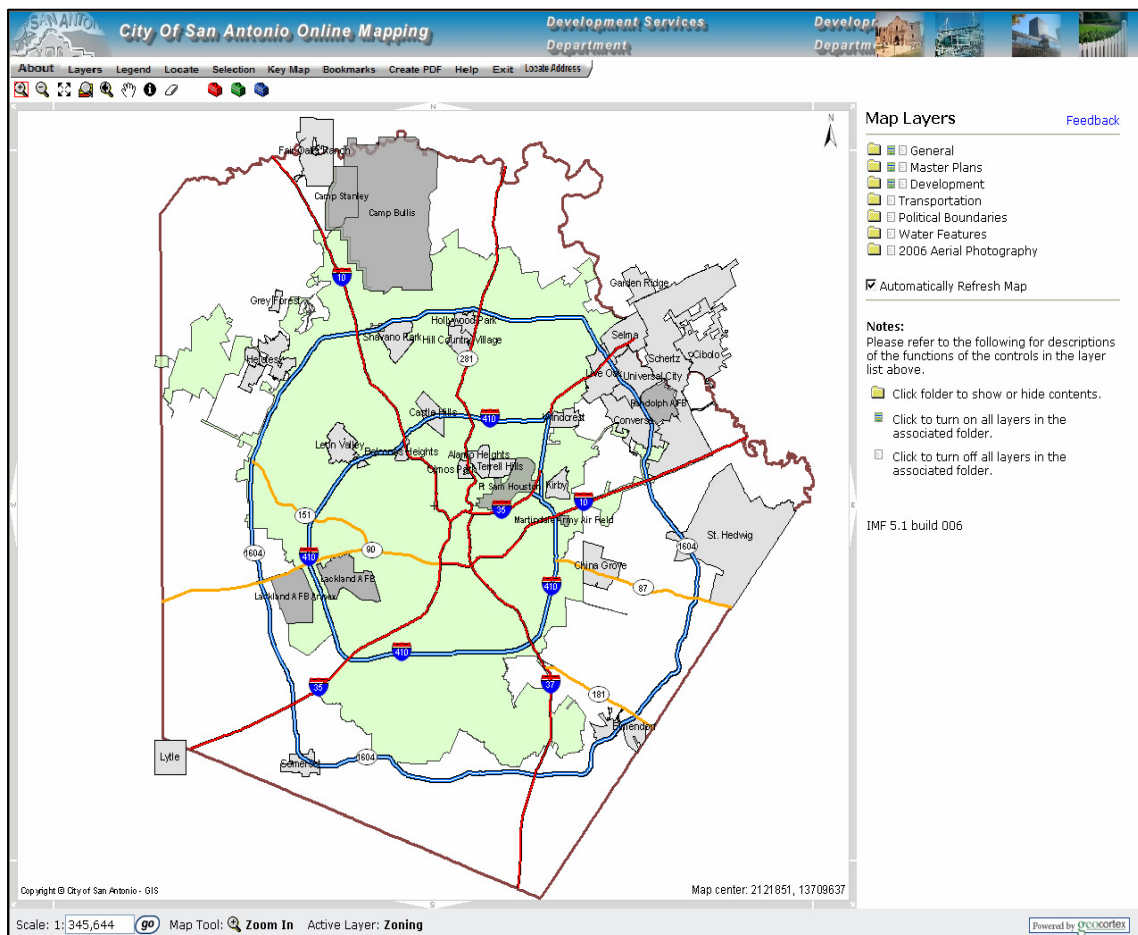
Online Permitting - continued

Find public reports:



GIS

<http://maps.sanantonio.gov/imf/sites/DevServices/jsp/launch.jsp>



GIS - continued

Locate an address:

Locate Address

Zoom To Address

Enter the street address where you wish to centre the map. If matching addresses are found, you will be shown a list of matching addresses for you to choose from.

Street Number

1901

Street Name

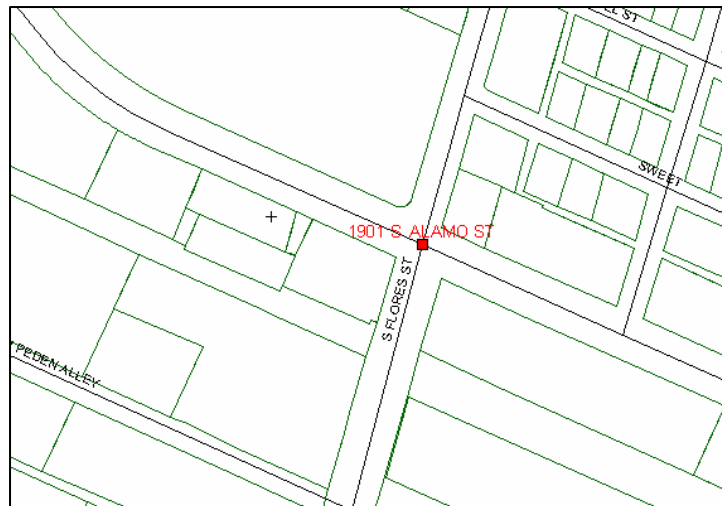
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Submit

Zoom To Address

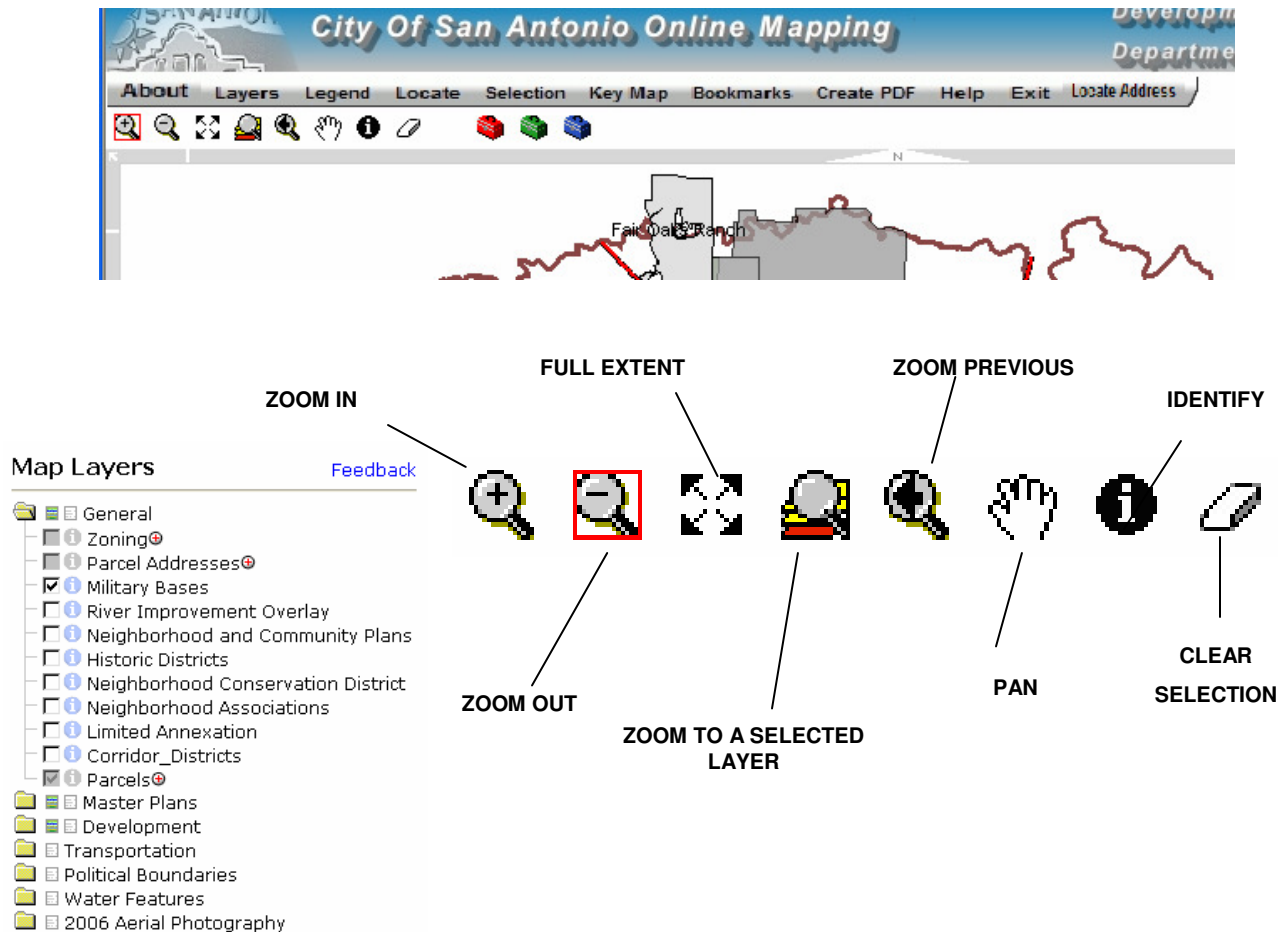
Please select an address:

1901 S ALAMO ST



GIS - continued

Information Panel and Toolbar:



Information Bulletins

Information Bulletins are produced by the Department to help customers understand Department processes, answer common questions and provide forms and applications.

<http://epay.sanantonio.gov/dsddocumentcentral/Search.aspx?B=%&C=%&D=Information%20Bulletins&T=%>

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CITY OF SAN ANTONIO
Development Services Department

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Title	Type	Document Class	Date Posted	Line Of Business
Fence FAQ	Information Bulletins	General	02/06/2007	General
IB 100 Review Certification of One/Two Family Dwelling	Information Bulletins	Plans Review	09/22/2006	General
IB 101 Residential Checklist One Two Family Dwelling	Information Bulletins	Plans Review	02/07/2007	General
IB 101MP - Residential Master Plans of One- and Two-family Dwellings	Information Bulletins	Plans Review	06/26/2008	General
IB 102a - PE Certification of Fire Alarm Plans	Information Bulletins	Plans Review	03/20/2008	General
IB 102b - PE Certification of Fire Sprinkler Plans	Information Bulletins	Plans Review	03/20/2008	General
IB 103a Plan Review Submittal (Commercial Checklist Revised)	Information Bulletins	Plans Review	04/17/2008	General
IB 103b Plan Review Submittal (Foundation Checklist)	Information Bulletins	Plans Review	04/17/2008	General
IB 103c Plan Review Submittal (Shell Building Commercial Checklist Revised)	Information Bulletins	Plans Review	04/17/2008	General
IB 103d Interior Finish-Out	Information Bulletins	General	04/17/2008	General
IB 103e Sitework Checklist	Information Bulletins	General	04/17/2008	General
IB 104a Temporary on Permanent Set Electrical Permit New Construction	Information Bulletins	Plans Review	09/22/2006	General
IB 104b Temporary on Permanent Set Existing Construction	Information Bulletins	Plans Review	09/22/2006	General

Code of Ordinances

- The following Municipal Code Chapters are enforced by the Planning and Development Services Department:
 - Building Code, Chapter 6
 - Electricity Code, Chapter 10
 - Fire Prevention Code, Chapter 11
 - Plumbing Code, Chapter 24
 - Signs and Billboards, Chapter 28
 - Unified Development Code, Chapter 35
- All codes can be found online at <http://www.sanantonio.gov/codesrch.asp>

Building Code

- This part of the Code ensures that buildings meet adopted standards for the health, safety, and welfare of occupants.
 - Adopts the International Building Code, Residential Code, Mechanical Code and Energy Conservation Code.
 - Sets standards for construction and inspections.
 - Maximum occupancy standards to prevent crowding and safe egress in case of fire.
 - Provisions for building and home relocations.
 - Asbestos survey requirement for existing multifamily and commercial development.

Other Technical Codes

Other important codes to protect the public include:

- International Fire Code
 - Fire Protection Systems Construction Standards.
 - Prohibits fireworks sales and use within the City Limits.
- Uniform Plumbing Code
 - Construction and design standards for water and sewer lateral connections.
- National Electric Code.
 - Establishes minimum standards for electrical installations and inspections.

Signs and Billboards Ordinance

- Regulates height and sign area according to function of the roadway.
- Establishes amortization program for billboards.
- Establishes standards to protect the safety of motorists such as the clear vision area and signage within public rights of way.



Unified Development Code

- The UDC is the primary implementation device of the City's Master Plan.
- "Unifies" the city's zoning and subdivision standards into one document.
- Other topics:
 - Menu of development patterns
 - Historic preservation
 - Vested rights
 - Neighborhood Planning.



Unified Development Code

- continued

- Subdivision standards:
 - Floodplain management
 - Parks and open space
 - Transportation and street design
 - Utilities
 - Landscaping and tree preservation
- All subdivision provisions apply both within the City and the ETJ (up to 5 miles beyond the City Limits).



Unified Development Code - continued

- Zoning facilitates orderly future development by establishing areas appropriate for residential, commercial, or industrial uses.
 - Provides protection to investments in property.
 - Provides buffering between incompatible uses.
 - Parking requirements.



Unified Development Code - continued

- Overlay and Special Districts provide mechanisms to address unique site circumstances and protect natural features.
 - River Overlay
 - Historic Designation
 - Recharge Zone
 - Neighborhood Conservation Districts
 - Corridor Overlay Districts



Unified Development Code -

continued

- Building Permits: all new and incomplete construction must obtain building permits to ensure compliance with international construction and safety standards.
- Certificates of Occupancy (C of O):
 - All new and existing businesses must obtain a C of O and related licenses.
 - A new C of O is not required when another business occupies the space of the previous business as long as the occupant group stays the same, with the exception of uses intended for food and/or drink consumption and educational uses.

Unified Development Code - continued

- Neighborhood Registration
 - Areas can register to receive public notices.
 - Neighborhood planning and other capacity building programs are available.



Department Contact Information

- For more information
 - <http://www.sanantonio.gov/dsd>
 - (210) 207-1111
 - Cliff Morton Development and Business Services Center, 1901 South Alamo Street

